Marite Butners called the meeting to order at 4:06 p.m. There was not a quorum present. There was no public comment.

Minutes
The January 8, 2103 Finance & Audit Committee meeting minutes were reviewed by members present, who had no exceptions with them as written. The minutes will be approved at the next Committee meeting.

Financial Stewardship
Investment Update and CD renewal
The Finance & Program Analyst updated the Committee on PHPDA’s investment performance in 2013. She also reported that the CD with Sound Community Bank was renewed for 11 months upon its maturity in January.

Q4 Card Charges, TIAA-CREF, check register, payroll taxes
Members present reviewed and accepted with signatures the Quarter 4 2012 TIAA-CREF retirement contributions, payroll taxes summary, check register, and credit card expenditures.

Draft December 2012 Financials
The Committee members present reviewed the draft December 2012 financials and had no exceptions.

Draft Year-end 2012 Financials
The Committee members present reviewed the draft Year-end 2012 financials and had no exceptions. The statements will be reviewed at the Governing Council meeting following the Finance Committee meeting.

Property Stewardship
Update on contracts with Tower-related vendors
The Executive Director reported that she was working on adding language to address non-discrimination and prevailing wage requirements to existing Tower-related vendor contracts. The changes should be done in the next month or two.

Agreement between PHPDA and eCityGov Alliance to subscribe to the Share Procurement Portal (for small public works purchasing roster and other rosters) (Resolution 02-2013)
The Executive Director discussed a proposed subscription agreement between the PHPDA and eCityGov Alliance. The PHPDA is required to put in place a small public works roster. eCityGov has a shared procurement portal that is used by several cities and other public entities. If PHPDA joins, it would provide access to their large roster, saving the time and costs associated with reviewing
individual vendors and setting up a roster. The cost is $2,400 per year. The Governing Council will take action on a resolution approving the subscription.

Report on Oct-Dec 2012 Operating Expenses
The Finance and Program Analyst presented the Property Manager's report covering all Tower-related operating expenses for October through December 2012. The PHPDA contracts with JSH Properties to manage the Tower and adjacent property. The report compares actual expenses to budget, with explanations of significant variations. The Finance and Program Analyst noted that expenses were under-budget for this time period. The Finance Committee discussed the report and asked for some information regarding the PacMed lease as it related to their operating costs in the Tower. The Committee will review a similar Tower operating expense report from the Property Manager quarterly.

Risk Management Discussion
The Executive Director led the Committee members present in an initial discussion of potential risks the PHPDA could be facing. The staff is planning to write a new PHPDA risk management plan in the coming months, and this discussion is a first step toward defining the topics and content of the plan. The Committee members discussed likely risks the PHPDA might take and those that could be worth taking, including risks related to leasing, grantmaking, and property maintenance. Discussion questions will again be brought to the Finance Committee next month.

Adjournment
The meeting was adjourned at 5:17 p.m.

Minutes approved: __________________________

(Date)